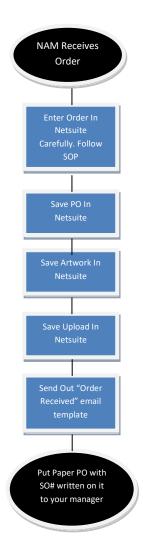
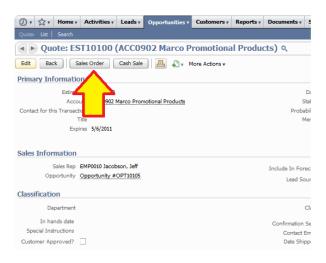
# NAM Receives Order

OSOP



## Enter Order In Netsuite

Step 1: Convert the estimate used to quote the client to a SO, by clicking the Sales Order Button.



Step 2: Fill Out The Proper Fields. If you are unclear about a field, DO NOT make it up. Call the client and get the correct answer. It takes 2 minutes, and will clear up a lot of confusion.

| New Sales Order ۹                                      |                      |                       |     |                    |               |        |            |
|--|----------------------|-----------------------|-----|--------------------|---------------|--------|------------|
| Save Save & New Save & Print Save & Email Cancel Reset | More Actions *       |                       |     |                    |               |        |            |
| Primary Information                                    | _                    |                       |     |                    |               |        |            |
| * Custom Form USF Sales Order 💿                        | * Status             | Pending Approval      |     |                    | Subtotal      | 521.00 |            |
| Order # To Be Generated                                | Start Date           |                       |     |                    | Discount      | 0.00   |            |
| * Account ACC0902 Marco Promotional Produc >>>         | End Date             |                       |     |                    | Shipping Cost |        |            |
| Contact for this Transaction                           | PO #                 |                       |     |                    | Handling Cost |        |            |
| Contact Email  | Memo                 |                       |     |                    | Total         | 521.00 |            |
| * Date 9/9/2011  |                      | $\wedge$              |     |                    |               |        |            |
| Sales Information                                      |                      |                       |     |                    |               |        |            |
| Confirmation Sent                                      | Opportunity          | Opportunity #OPT10105 | v 🛛 | Lead Source        |               |        | <b>v</b> 😕 |
| Customer Approved? Sales Rep EMP0010 Jacobson, Jeff    | Sales Effective Date |                       |     | Partner            |               |        |            |
|  | Created From         | Quote #EST10100       |     | Ready To Send Out  |               |        |            |
| Classification   |                      |                       |     |                    |               |        |            |
| Department   | Class                |                       | V   |                    |               |        |            |
| In hands date  | Special Instructions |                       |     | SO Tracking Number |               |        |            |
|  |                      |                       |     | Date Order Shipped |               |        |            |
|  |                      |                       |     | * Upload On Order  |               |        |            |
|  |                      |                       |     |                    |               |        |            |

Step 3: Fill Out The Bottom Portion With The Items. Again, if you are not sure, DO NOT make it up. Call the client and get it figured out. It should look very similar to the picture below.

| * Item                           | Fulfilled | Invoiced | Quantity | Description   | Price<br>Level | Rate   | Amount | Options  |
|----------------------------------|-----------|----------|----------|---|----------------|--------|--------|--|
| Swivel                           |           |          | 100      | Front Side: Logo<br>Back Side: Blank                            | Custom         | 4.56   | 456.00 | Item Color: Yellow- 3945C<br>Capacity: 1 GB<br>Imprint Sides: 1 Side Front<br>Imprint Type: Silk Screen<br>Imprint# of Colors: 2 |
| Swivel                           |           |          | 100      | Front Side: Logo<br>Back Side: Website                          | Custom         | 7.56   | 756.00 | Item Color: Red- 485<br>Capacity: 2 GB<br>Imprint Sides: 2 Sides<br>Imprint Type: Full Color                                     |
| Swivel                           |           |          | 100      | Front Side: Logo<br>Back Side: Blank<br>PMS Housing Match (286) | Custom         | 4.23   | 423.00 | Capacity: 128 MB<br>Imprint Sides: 1 Side Front<br>Imprint Type: Laser Engrave   |
| PMS Color Match Housing          |           |          | 100      | PMS Housing Match (286)   | Custom         | 0.15   | 15.00  | Item Color: Custom<br>Custom: Both Drive and Swing Arm Are<br>286  |
| Full Color Process Imprint       |           |          | 100      | Monkey.jpg  | Custom         | 0.25   | 25.00  | Custom: Monkey.jpg   |
| Full Color Process Set Up<br>Fee |           |          | 1        | 1 Sided Full Color Imprint                                      | Custom         | 40.00  | 40.00  |  |
| Upload                           |           |          | 300      | Same Upload Goes On All Drives Ordered                          | Custom         | 0.00   | 0.00   | Custom: Upload Should Be Under 100 M   |
| Auto Run Upload                  |           |          | 300      | Autorun website www.usflash.net                                 | Custom         | 0.15   | 45.00  |  |
| Non-Delete Upload                |           |          | 300      | Upload to be partitioned to where it cannot be deleted          | Custom         | 0.15   | 45.00  |  |
| Accessories                      |           |          | 300      | Attach Key Rings To Drive                                       | Custom         | 0.25   | 75.00  | Item Color: Black<br>Accessories: Key Ring Claw  |
| Packaging                        |           |          | 300      |   | Custom         | 1.35   | 405.00 | Packaging: Magnetic Plastic  |
| Custom Mold                      |           |          | 100      | Cactus- See "Cactus" file for clarification                     | Custom         | 5.56   | 556.00 | Item Color: Custom<br>Capacity: 4 GB   |
| Custom Mold                      |           |          | 1        | Mold Charge   | Custom         | 150.00 | 150.00 |  |
| Shipping                         |           |          | 1        | FEDEX 2DAY DIRECT DROPSHIP OUR FACTORY                          | Custom         | 165.00 | 165.00 |  |

Step 4: Click Save

# Save PO In Netsuite

Your orders should come in as a pdf in an email.

Step 1: Drag and drop the PO from your client into the "New Order" folder on your desk top.

Step 2: Go To The Order You Just saved in Netsuite> Communications tab> Files Button> New File

| <u>I</u> tems   | <u>S</u> hipping       | <u>B</u> illing    | Accounting       | <u>R</u> elationships | <u>Communication</u> | Related Records   | System Information |               |
|-----------------|------------------------|--------------------|------------------|-----------------------|----------------------|-------------------|--------------------|---------------|
| Messag          | es o Ac <u>t</u> iviti | es <u>F</u> iles O | User Notes       |                       | $\wedge$             |                   |                    |               |
| There an Attack | re changes to          |                    | rs are available | e for email attachm   | ent for i            | more information. |                    |               |
| Attach E        | xisting File           |                    |                  | >>                    |                      |                   |                    |               |
| Attache         | ed Files               | 7                  |                  |                       | Folder               |                   | Size (kB)          | Last Modified |
|                 | 1                      | Γ                  |                  |                       |                      |                   |                    |               |

Step 3: A Pop Up Window Will Appear. Fill in Fields accordingly

| 🥹 File - Mozilla Fi | irefox  | X     |
|---------------------|---|-------|
| Netsuite Inc.       | (US) https://system.netsuite.com/app/common/media/mediaitem.nl?attach=T&restricttyp | e=8 🏠 |
| File                |   |       |
| Save Reset          | Cancel  |       |
| * Attach From       | Computer Inactive   |       |
| File Name           | PO# CHY-85632 Available Without Login   |       |
| * Folder            | Purchase Order  |       |
| URL                 |   |       |
| Select File         | Browse_   |       |
| Character Encoding  | Unicode (UTF-8)   |       |
|                     |   |       |
| Done                |   | 4     |

Step 4: Click the Browse Button.

- Go to your desktop > New Order Folder and select the PO from the client you saved in there and hit Save (Should Look Like Below)

| Items  | 5 <u>S</u> hipping   | <u>B</u> illing   | Accounting         | <u>R</u> elationships | <u>Communication</u> | Related Records | System Inform | ition 📃 🗐    |      |               |  |
|--------|--|---|--------------------|-----------------------|----------------------|-----------------|---------------|--------------|------|---------------|--|
| Mess   | ages 이 Acțiviti  | es <u>F</u> iles º  | User Notes         |                       |                      |                 |               |              |      |               |  |
| There  | are are changes to which folders are available for email attachments. Click here for more information. |   |                    |                       |                      |                 |               |              |      |               |  |
| Att    | Attach (New File)  |   |                    |                       |                      |                 |               |              |      |               |  |
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| Attac  | hed Files  |   |                    | Folder                |                      |                 | Size (kB)     | .ast Modifie | ed   | Document Type |  |
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|        |  |   |                    |                       |                      |                 |               |              |      |               |  |

### Save Artwork In Netsuite

The Artwork is usually emailed to you for the order that the client sends in.

Step 1: Drag and drop the Artwork from your client into the "New Order" folder on your desk top.

Step 2: Go To The Order You Just saved in Netsuite> Communications tab> Files Button> New File

| <u>I</u> tems | <u>S</u> hipping        | <u>B</u> illing    | Accounting     | <u>R</u> elationships | <u>Communication</u> | Related Records   | System Information |               |
|---------------|-------------------------|--------------------|----------------|-----------------------|----------------------|-------------------|--------------------|---------------|
| Messag        | pes o Ac <u>t</u> iviti | es <u>F</u> iles 0 | User Notes     |                       | $\wedge$             |                   |                    |               |
| There ar      | re changes to           |                    | s are availabl | e for email attachm   | for r                | nore information. |                    |               |
| Attach E      | ixisting File           |                    |                | >>                    |                      |                   |                    |               |
| Attach        | ed Files                | 7                  |                |                       | Folder               |                   | Size (kB)          | Last Modified |
|               |                         | Г                  |                |                       |                      |                   |                    |               |

Step 3: A Pop Up Window Will Appear. Fill in Fields accordingly

| 🕹 File - Mozilla Fir | efox                       |                           |                                      |
|----------------------|----------------------------|---------------------------|--------------------------------------|
| Netsuite Inc. (      | US) https://system.netsuit | e.com/app/common/media/me | diaitem.nl?attach=T&restricttype=8 🏠 |
| File                 |                            |                           |                                      |
| Save Reset           | Cancel                     |                           |                                      |
| * Attach From        | Computer                   |                           | Inactive                             |
| File Name            | Google Logo                | Name The File             | Available Without Login              |
| * Folder<br>URL      | Artwork                    | • • 2 <                   | Choose The Artwork<br>Folder         |
| Select File          |                            | Browse_                   | Find The Art File                    |
| Character Encoding   | Unicode (UTF-8)            |                           |                                      |
|                      |                            |                           |                                      |
| Done                 |                            |                           | 4                                    |

Step 4: Click the Browse Button.

- Go to your desktop > New Order Folder and select the Artwork from the client you saved in there and hit Save (Should Look Like Below)

| Items     | <u>S</u> hipping   | <u>B</u> illing |                    | <u>R</u> elationships | <u>Communication</u> | Related Records | System Inform | ation   |           |  |               |  |
|-----------|--|-----------------|--------------------|-----------------------|----------------------|-----------------|---------------|---------|-----------|--|---------------|--|
| Message   | Messages O Activities Files O User Notes   |                 |                    |                       |                      |                 |               |         |           |  |               |  |
| There are | There are changes to which folders are available for email attachments. Click here for more information. |                 |                    |                       |                      |                 |               |         |           |  |               |  |
| Attach    | New  | File            |                    |                       |                      |                 |               |         |           |  |               |  |
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| Attache   | -  |                 |                    | Folder                |                      |                 | Size (kB)     | Last Mo | odified   |  | Document Type |  |
| Goo Goo   | ogle Logo  |                 |                    | Artwork               |                      |                 | 25            | 9/9/201 | 1 5:11 pm |  | JPEG Image    |  |
| PO:       | # CH83569  |                 |                    | Purchase Ord          | er                   |                 | 103           | 9/9/201 | 1 5:04 pm |  | Word File     |  |
|           |  |                 |                    |                       |                      |                 |               |         |           |  |               |  |

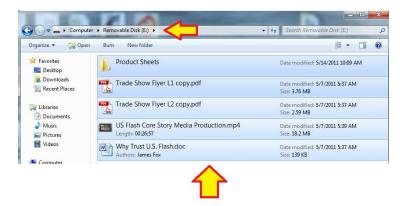
#### Save Upload In Netsuite

If your upload is only a couple of files then skip over to OSOP-5

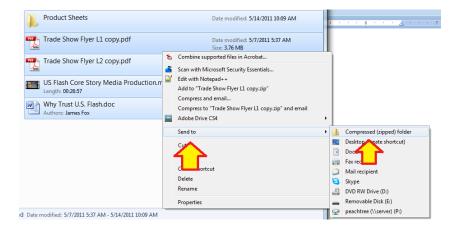
If your upload is a lot of files or has folders, or has folders within folders follow OSOP-4 First

Step 1: Download the whole upload onto a flash drive.

Step 2: Highlight all the folders and files in that first page



Step 3: Right click > Send To > Compressed (zipped) folder



Step 4: Drag and Drop Newly Created Zip File to the New Order Folder On Your desk Top

Step 5: Open zip file and review. (Make sure all files were loaded up)

Step 6: Proceed to OSOP-5 > Step 2 to finish saving Upload to Netsuite

# Save Upload In Netsuite

The Upload comes to you in many different ways. If you have a small upload with a few files and no folders you can use this method. If you have a large upload with lots of files in folders and folders within folders....skip to OSOP-5

Step 1: Drag and drop the from your client into the "New Order" folder on your desk top.

Step 2: Go To The Order You Just saved in Netsuite> Communications tab> Files Button> New File

| <u>I</u> tems | <u>S</u> hipping       | <u>B</u> illing    | Accounting       | <u>R</u> elationships | <u>Communication</u> | Related Records   | System Information |               |
|---------------|------------------------|--------------------|------------------|-----------------------|----------------------|-------------------|--------------------|---------------|
| Messag        | es o Ac <u>t</u> iviti | es <u>F</u> iles O | User Notes       |                       | $\wedge$             |                   |                    |               |
| There ar      | re changes to          |                    | rs are available | e for email attachm   | ent for r            | more information. |                    |               |
| Attach E      | xisting File           |                    |                  | >>                    |                      |                   |                    |               |
| Attach        | ed Files               | 7                  |                  |                       | Folder               |                   | Size (kB)          | Last Modified |
|               |                        | Г                  |                  |                       |                      |                   |                    |               |

Step 3: A Pop Up Window Will Appear. Fill in Fields accordingly

| 🅘 File - Mozilla Fi | refox   |                                |
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| Netsuite Inc.       | US) https://system.netsuite.com/app/common/media/mediaite | m.nl?attach=T&restricttype=8 🏠 |
| File                |   |                                |
| Save Reset          | Cancel  |                                |
| * Attach From       | Computer  | Inactive                       |
| File Name           | Ecatalog Name The Upload                                  | Available Without Login 📃      |
| * Folder            | Upload 💿 🕀 😰 🧲  | Choose Upload Folder           |
| URL                 |   |                                |
| Select File         | C:\Users\GABE\Desktop\New Ord                             | Select Upload From Folder      |
| Character Encoding  |   |                                |
|                     |   |                                |
| Done                |   | <b>a</b>                       |

Step 4: Click the Browse Button.

- Go to your desktop > New Order Folder and select the Artwork from the client you saved in there and hit Save (Should Look Like Below)

| Items Ship  | ping <u>B</u> illing   | Accounting           | <u>R</u> elationships | <u>Communication</u> | Related Records | System Inform | tion        | 3      |               |
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| 🗐 Ecatalog  |  |                      | Upload                |                      |                 | 5905          | 9/9/2011 5: | :19 pm | Zip File      |
| Google Lo   | go   |                      | Artwork               |                      |                 | 25            | 9/9/2011 5: | :11 pm | JPEG Image    |
| PO# CH8   | 3569   |                      | Purchase Ord          | er                   |                 | 103           | 9/9/2011 5: | :04 pm | Word File     |
|   |  |                      |                       |                      |                 |               |             |        |               |